

# Grading Permit



## Application

Date Stamp Here

For Office Use Only	
Permit #	
Fee Paid / Acreage	
Date Issued	
Approved By	

### Applicant Information

1. **Applicant:** Check all that apply: ☐ Property Owner ☐ General/Prime Contractor ☐ Developer ☐ Lessee

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contractor License #: \_\_\_\_\_ Expires: \_\_\_\_/\_\_\_\_/20\_\_\_\_

1a. **Property Owner/Developer:** ☐ Applicant (Proceed to #2)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

2. **Project Primary Contact:** \_\_\_\_\_ Title: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_ On-Site Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Project Information (Attach Site Plan/Grading and Drainage Plan)

3. **Address of Project Location:**

Project Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Assessor's Parcel # (s): \_\_\_\_\_ ☐ Un-Incorporated Area (County) ☐ Incorporated Area (City)

GPS Coordinates (if no address available): \_\_\_\_\_ Township: \_\_\_\_\_ R: \_\_\_\_\_ S: \_\_\_\_\_

4. **Project Description:** \_\_\_\_\_

5. Excavation of Basement /Underground Parking? ☐ Yes ☐ No Built on Pre-Existing Pad/Prepared Pad? ☐ Yes ☐ No

6. Estimate disturbed area under this permit, including staging and stockpile areas, and temporary storage yards:

Project Size	Graded	Existing Moved	Import	Export	Start Date	Duration	End Date	Total Volume
acres	acres	cy	cy	cy	/ /	days	/ /	cy

### Signature of a Responsible Official of the Applicant

I hereby certify that, based on information and belief formed after reasonable inquiry, the statements and information in the Application For Grading Permit are true, accurate, and complete. That a **Responsible Official Of The Applicant is the person who will be contacted or named in any enforcement action initiated by the Navajo County Public Works Department or the office of the Navajo County Attorney. Arizona Revised Statute §13-2704 makes it a criminal offense to knowingly make a false material statement to a public servant in connection with an application for any benefit, privilege, or license.** Additionally, that I have fully read and understand "Grading Permit Fees" and "Other Inspection Fees" appearing on page 3.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Company President/Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Completed By (If Not Signatory):** **Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail/:** \_\_\_\_\_

# Checklist for Submitting: Site Plan / Grading and Drainage Plan

**Direction:** Submit the Site Plan with the application for the Grading permit

- Site plans deemed incomplete may be returned without review
- County may require additional site engineering be performed by a registered professional engineer
- Right-Of-Way (ROW) Use Permit is needed prior to any work within the ROW.

**Required:** Attach a sheet of explanations for any “No” or “N/A” response(s) to the following.

## Site Plan

- ☐ Yes ☐ No ☐ N/A Site Location (Address).
- ☐ Yes ☐ No ☐ N/A Tax Parcel Number.
- ☐ Yes ☐ No ☐ N/A Show owners name and address and phone number.
- ☐ Yes ☐ No ☐ N/A Property Lines w/Dimensions.
- ☐ Yes ☐ No ☐ N/A Nearest distance to all property lines for all structures.
- ☐ Yes ☐ No ☐ N/A Show All Structures – Existing and Proposed including culverts.
- ☐ Yes ☐ No ☐ N/A Driveway location- Length and Width.
- ☐ Yes ☐ No ☐ N/A Driveway surface type.
- ☐ Yes ☐ No ☐ N/A Driveway connection to existing Roadway (ROW Use Permit required)
- ☐ Yes ☐ No ☐ N/A Adjacent ROW and street name.
- ☐ Yes ☐ No ☐ N/A Lot square footage (Total).
- ☐ Yes ☐ No ☐ N/A All easements and Utilities.
- ☐ Yes ☐ No ☐ N/A Distances between detached structures.
- ☐ Yes ☐ No ☐ N/A Drawn to Scale (Minimum 1” = 40’) with a North Arrow. Smaller ratios are better.
- ☐ Yes ☐ No ☐ N/A Drawn on 24 x 36 paper, unless 8 ½” x 11” will adequately show all of the above.

## Grading and Drainage Plan

- ☐ Yes ☐ No ☐ N/A Existing elevations depicted by contours (minimum 2’ contour interval).
- ☐ Yes ☐ No ☐ N/A Proposed finished floor elevations shown for all floors on all structures.
- ☐ Yes ☐ No ☐ N/A Proposed finished surface grades throughout the lot.
- ☐ Yes ☐ No ☐ N/A Limiting dimensions and depth of all cuts and fills.
- ☐ Yes ☐ No ☐ N/A Total volume of all cut and fill. Indicate if site will require imported fill material.
- ☐ Yes ☐ No ☐ N/A Show any retaining walls with elevation for top of wall, top of footing, bottom of footing, and adjacent ground on each side of the wall.
- ☐ Yes ☐ No ☐ N/A Show how the lot will be drained. Show direction of flows with slope percentages. If any natural drainage course is disturbed, show how it will be mitigated, including erosion protection.
- ☐ Yes ☐ No ☐ N/A Post development flow shall not be more than pre-development flow. A drainage report may be required depending on the size of the project.
- ☐ Yes ☐ No ☐ N/A Location of any existing or proposed buildings or structures on the lot where the work is to be performed, and the location of any buildings or structures within 15 feet of the proposed grading.
- ☐ Yes ☐ No ☐ N/A Show grading without retaining wall set back at least two feet from the adjacent property line.
- ☐ Yes ☐ No ☐ N/A Show all existing and proposed utility lines.
- ☐ Yes ☐ No ☐ N/A New driveway culverts are a minimum of 18” effective diameter. (ROW Use Permit required)

## Engineering Department Review Comments: (For Official Use Only)


## Grading Permit and Other Inspection Fees

### Right-Of-Way (ROW) Permit Fees

No Fee is charged for a ROW Permit

Grading Permit Fees <sup>1</sup>		
Quantities in CY	Description	\$/Unit
50 or less	No Fee <sup>2</sup>	No Fee <sup>2</sup>
50.1-100	Single Tier	\$ 65.00 <sup>2</sup>
100.1-1,000	Tier 1 – First 100	\$ 65.00 <sup>2</sup>
	Tier 2 <sup>3</sup> – Each additional 100	\$ 17.50
1,000.1-10,000	Tier 1 – First 1,000	\$ 194.50
	Tier 2 <sup>3</sup> – Each additional 1,000	\$ 14.50
10,000.1-100,000	Tier 1 – First 10,000	\$ 325.00
	Tier 2 <sup>3</sup> – Each additional 10,000	\$ 66.00
100,000.1 or more	Tier 1 – First 100,000	\$ 919.00
	Tier 2 <sup>3</sup> – Each additional 100,000	\$ 36.50

### Other Inspection Fees

#	Description	\$/Hour <sup>4</sup>
1	Inspection fee outside of normal business hours ( 2-hour base charge)	\$ 50.50
2	Re-inspection fee assessed under provisions of Section 108.8	\$ 50.50
3	Inspections for which no fee is specifically indicated ( ½ - hour base charge)	\$ 50.50

<sup>1</sup>The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

<sup>2</sup>As approved by the Navajo County Board of Supervisors on April 27, 2010, under Resolution #25-10.

<sup>3</sup>For Tier 2 quantities, fractional portions are acceptable and will be applied to fee.

<sup>4</sup>Or the total hourly cost to the jurisdiction for #1-3, whichever is the greatest. This cost shall include all supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.